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GOVERNOR

State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES


JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 75

EFFECTIVE DATE: December 19, 2005

SUBJECT: Flexible Maximum Hire Rate for POST Certified
Police Jobs

AUTHORIZATION: 
Barbara Goodson
Assistant Commissioner of Management & Finance

I. POLICY:

In accordance with authority granted by the Department of State Civil Service and effective December 19, 2005, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for POST Certified Police Jobs.

II. PURPOSE:

The purpose of this policy is to provide the Division with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. APPLICABILITY:

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

IV. PROCEDURE:

As of December 19, 2005, sections hiring employees in positions that are in the following job title must hire at the established Special Entrance Rate, which is attached, if the employee is POST certified:

- Police Officer 2 - A

Personnel Action Requests (PAR) requesting an appointment in this job title must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

As of December 19, 2005, employees who occupy positions in the job title affected by this Special Entrance Rate and whose pay is below the Special Entrance Rate will be increased in pay up to the Special Entrance Rate. A Personnel Action Request (PAR) form must be submitted to the Employee Administration (EA) Unit in the Office of Finance and Support Services in order to adjust any affected employees pay.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUM

Effective December 19, 2005, the Civil Service Commission approved a Flexible Maximum Hire Rate for POST Certified Police Jobs.

The following chart reflects:

1. The job title and pay level of the jobs affected,
2. The August 29, 2005 minimum of the pay grade of the job title affected,
3. The actual hire rate that will be utilized by the Division of Administration when filling positions in this job title from December 19, 2005 forward.

TITLE	JOB CODE	PS LEVEL	BIWEEKLY MINIMUM 8/29/05	BIWEEKLY HIRE RATE 12/19/05
Police Officer 2 – A	169680	108	\$864.80	\$960.00